



---

**ARIZONA DEPARTMENT OF ECONOMIC SECURITY**

---

1789 W. Jefferson • P.O. Box 6123 • Phoenix, AZ 85005

Jane Dee Hull  
Governor

John L. Clayton  
Director

January 11, 2002

**WORKFORCE INFORMATION POLICY (WIP) MEMO #03-02**

**SUBJECT:** Procedures for Requesting Additional Dislocated Worker Funds Activities

**REFERENCE:** Workforce Investment Act (WIA) P.L. 105-220 dated August 7, 1998, Section 101(38)(A)(B)(C)(D)(E), Section 128(a)(1), Section 133 (b)(1)(B) and (b)(2)(B)(i), Section 134(2)(A)(i)(ii); Part 665, Subpart A, Sections 665.100 and 665.110; Subpart B, Sections 665.200 and 665.210; Subpart C, Sections 665.300, 665.310, 665.320, 665.340; and Part 667, Subpart A, Section 667.130 of 20 CFR Part 652 et al. of the WIA Final Rules dated August 11, 2000

**BACKGROUND:**

**Dislocated Worker Funds - Rapid Response:**

The Governor of each state must reserve a portion of dislocated worker formula funds for statewide rapid response activities, and may reserve up to twenty-five percent (25%) of these funds for such activities. In Arizona, some rapid response funds have been reserved and are earmarked for distribution on an as-needed basis. An example of when these reserve funds may be needed is mass layoff activity that cannot be responded to appropriately using local area formula funds.

**Dislocated Worker Funds - Governor's Program Set Aside:**

On November 9, 2001, Governor Jane Dee Hull approved an additional \$1.1 million of dislocated worker funds to be set aside and made available to the LWIAs on an as-needed basis. A substantial increase in the number of WARN notices, in addition to the events of September 11, 2001, prompted this action.

**ACTION REQUIRED:** LWIAs must submit a written request to the Workforce Development Administration (WDA) Dislocated Workers Unit (DWU), documenting the need for additional funding to be drawn from the state's reserved rapid response funds, as well as the Governor's additional set-aside funds.

The written request must include all of the following items:

1. A copy of the Local Workforce Investment Areas (LWIA's) latest Expenditure Reports for both dislocated worker and rapid response funds.

The WDA will review the current expenditure levels **FOR ALL DISLOCATED WORKER AND RAPID RESPONSE FUNDS AVAILABLE TO THE LWIA**. The need for additional funding will be based upon the percentage of all formula funds expended by a local area within the WIA Program Year as indicated below:

Through September 30<sup>th</sup> - Minimum of 20% Expended

Through December 31<sup>st</sup> - Minimum of 40% Expended

Through March 31<sup>st</sup> - Minimum of 60% Expended

While it is recognized that expenditure levels may differ between dislocated worker formula funds and rapid response funds, it is necessary that the first review of expenditures include both dislocated worker formula AND rapid response dollars. The additional funds available (rapid response reserved funds and the Governor's additional set-aside) are not intended to be a part of a local area's regular planning budget and, therefore, distribution on this basis is not in the best interest of the state.

2. Statement(s) summarizing the need
3. Name of employer and its union affiliation (if applicable)
4. The number of individuals impacted by the layoff/closure/disaster (if applicable)
5. Time line for the layoff(s) (if applicable)

Steps 1 through 5 serves as a starting point to initiate discussion regarding the need for additional rapid response and/or Governor's set-aside funds. These steps are not all inclusive; therefore, the WDA may request additional documentation in order to better assess and customize the needs of dislocated workers in each local area. WDA will forward a written response to each request within five (5) working days of the receipt of a request.

If you have any questions, please contact Mr. Ron Delgado, Dislocated Worker Unit Supervisor at (602) 542-2494 or Mr. Freddie Denogean, Dislocated Worker Unit Liaison at (602) 542-2498.

Sincerely,

Stan Flowers  
Acting Program Administrator  
Workforce Development Administration

SF:PG:kds